

DECISIONS AND ACTIONS LOG

Project Name: Mendon Police Station

Rev 1

10/17/16

Item	Item Description	Date Assigned	Responsible Person	Date Required	Status	Decision or Action	Date Delivered	Comments, Links, etc.
6	Print out a set of plans received from Greg Carell for the Committee to reference during future discussions.	9/28/2016	Joe Cronin	10/18/2016	Open			
7	Contact Selectman Rich Schofield to ask him to add the word DRAFT to the document and also add that it is a position paper from one Selectman and not the opinion of the entire Board since they have not reviewed it as a group yet.	9/28/2016	Don Morin	10/18/2016	Open			
8	Contact the Board of Health to learn if all buildings on the Town Hall campus are tied into the Clough School sewer pipe and if any limitations exist to adding additional capacity to the system. He will also inquire about the possibility of expanding the existing leach field.	9/28/2016	Tim Aicardi	10/18/2016	Open			
9	Reach out to Gary Smith to inquire about available parcels in town that would be suitable for a new police station.	9/28/2016	Chris Burke	10/18/2016	Open			
10	Talk with Kevin Meehan regarding access through his property for a second entrance to the new building.	9/28/2016	Chris Burke	10/18/2016	Open			
11	Look at site plans for surrounding properties to understand what else is going on in the area of Morrison Drive.	9/28/2016	Full Committee	10/18/2016	Open			
12	Contact Mary Bulso to get feedback on the police station construction conference in Dallas, TX she will be attending in November. This item will not be due till after November 11th.	9/28/2016	Dave Kurczy	11/15/2016	Open			
1	Invite Greg Carell to a future meeting to update the entire group on the past work and the future plans for the building begun by the Friends of Mendon Police.	9/14/2016	Joe Cronin	9/28/2016	Closed	Joe reached out to Greg Carell. Greg sent Joe lots of documentation for the new building, including many drawings and plans. Joe will share them with the rest of the committee, and will also print them out for the committee to reference. Greg also agreed to come to a future meeting upon request.	9/28/2016	
2	Reach out to Dan Byer to inquire about setting up a page on the Mendon town website for the Police Station Building Committee to use for posting meeting minutes, action items, etc.	9/14/2016	Don Morin	9/28/2016	Closed	Don informed the committee that a web page is set up for the committee to use and that Dan Byer will provide access to whoever we want to maintain the site. Don agreed to support the web page. Joe asked Linda if she would be willing to assist. She agreed. Don and Linda will meet with Dan to obtain the required access and training needed to maintain the web site.	9/28/2016	
3	Take a tour of the building as a group to get a firsthand look at its current condition.	9/14/2016	Full Committee	9/28/2016	Closed	The committee took a tour of the building at 6:00pm, prior to the 7pm meeting.	9/28/2016	
4	Send a soft-copy of his funding document to Don Morin for Don to share with the rest of the Committee.	9/14/2016	Rich Schofield	9/28/2016	Closed	Selectman Rich Schofield emailed the funding document to Don and Don shared it with the full committee. Since this document was created by Selectman Schofield, it was suggested that Don contact Rich and ask him to add some verbiage that stated that this was a draft document from one Selectman and was not the opinion of the entire board as they have not reviewed it as a group yet.	9/28/2016	
5	Reach out to the Town Clerk to inquire about attending the next meeting to swear in the remaining Committee members at that time.	9/14/2016	Don Morin	9/28/2016	Closed	Don reached out to the Town Clerk's office but neither the Town Clerk nor the Assistant Town Clerk were able to attend the meeting as they were both at a conference.	9/28/2016	